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INSTRUCTION NO.
LI 45-19

LI 45-19
LOGISTICS
28 June 1974

SUBJECT: Control Numbers Used in Office of Logistics Automated Systems

1. PURPOSE AND SCOPE

a. This instruction explains the numbers used to control property documentation within the Office of Logistics (OL) beginning with fiscal year 1975, the application of those numbers throughout the OL and Office of Finance (OF) systems, and the procedures to be followed in using those numbers in the new automated Materiel Resources Systems.

b. This instruction concerns property documentation only and has no affect on procedures established for requests for services (Form 2420).

2. GENERAL

a. Traditionally, for each fiscal year Supply Division (SD) has established a series of numbers to be used on various types of supply documentation. Those numbers were called voucher numbers and were used as the primary control for processing and filing within SD. In many cases, the credit voucher number assigned to a customer requisition by SD was also used by Procurement Division (PD) to identify procurement instruments resulting from that requisition. That procurement instrument number then became the Obligation Reference Number (ORN) used in the OL Budget and Fiscal Branch (B&FB) records and, in turn, in the OF financial records. That principle remains unchanged; however, to accommodate the new automated systems, the numbers to be used will take on new forms.

b. The primary data control in the new computer system is the Document Control Number (DCN). The DCN replaces the customer requisition number as we know it today. The DCN is assigned by the customer and is made up of twelve basic positions identified in the following example:

0713-74182-001



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(1) 0713 identifies the requisitioner - in this case Station 713. (Three digit station numbers will be prefixed with a zero. Four positions have been provided to accommodate the four digit account or installation numbers.)

(2) 74182 is the Julian date - in this case, the 182nd day of calendar year 1974.

(3) 001 is the serial number of the requisition, and, in this example, represents the first requisition written by station 713 on that Julian date. (Serialization begins anew on each new Julian date, so that each requisition number or DCN is unique.)

c. To provide an ORN, and to satisfy a limitation peculiar to the OF automated system, another number will be assigned to requisitions by Central Control and Distribution Branch, SD (CCDB/SD), much the same as voucher numbers were assigned in the past. To avoid confusion with the old system, however, that number will be called a Logistics Control Number (LCN). The basic LCN will consist of six positions and will be structured according to the following pattern:

500001

The first position is the last digit of the fiscal year. The next five positions are the sequential serial number assigned to each requisition. Fiscal year is used in this instance since the procurement and financial actions resulting from the requisition are controlled on a fiscal year basis. The OF system limitation is that it can accept an ORN which is no more than eight positions in length. Therefore, use of the basic six position LCN leaves the two remaining positions for suffixing use by PD in those cases where multiple vendors are involved in the same requisition. At the same time, it satisfies the 8 position OF system limitation.

3. RESPONSIBILITIES AND PROCEDURES

a. Supply Division:

(1) Assign the LCN to each requisition immediately upon receipt.



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(2) Maintain logs cross-referencing between LCN/DCN and DCN/LCN.

(3) Reproduce, distribute documentation and input data in accordance with established procedures.

(4) Reproduce the LCN to DCN cross-reference log daily and forward a copy to Central Depot for receiving purposes.

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(5) [redacted] will use the LCN/procurement instrument number as the receiving number to be input to the new system.

b. Procurement Division:

(1) Determine the propriety of using the LCN assigned by SD as a procurement instrument number.

(2) When an LCN is used as the procurement instrument number, provide hard copies of the instrument to SD and B&FB showing the DCN(s) and LCN(s) covered by the instrument.

(3) When an LCN is the number used on procurement instruments going to more than one vendor for the same requisition (split procurements), suffix the LCN in positions 7 and 8 with 01, 02, etc., as appropriate e.g., 50000101, 50000102, etc.

(4) When an LCN is used for a single vendor, place zeros in positions 7 and 8 to produce an eight position number, e.g., 50000100.

(5) If a procurement instrument number is other than an LCN (XG, contract, etc.), provide LCN(s) and DCN(s) covered by that instrument.

c. Budget and Fiscal Branch:

Record commitments and obligations, and process appropriate data to the financial records, in accordance with established procedures.

[redacted]

MICHAEL J. MALANICK
Director of Logistics

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Instruction No.
LI 45- 19

LI 45-
LOGISTICS
— June 1974

SUBJECT: Control Numbers Used in Office of Logistics Automated Systems

1. PURPOSE AND SCOPE

a. This instruction explains the ~~control~~ numbers used to control property documentation within the Office of Logistics (OL) beginning with fiscal year 1975, the application of those numbers throughout ~~the~~ OL and Office of Finance (OF) systems, and the procedures to be followed in using those numbers in the new automated Materiel Resource systems. b. This instruction concerns property documentation only and has no effect on procedures established for requests for services (Form 2420).

2. GENERAL

a. Traditionally, each fiscal year Supply Division (SD) has

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Responsibilities

Procedures

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established a series of numbers to be used on various types of supply documentation. Those numbers were called voucher numbers and were used as the primary control for processing and filing within SD. In many cases, the credit voucher number assigned to a customer requisition by SD was also used by Procurement Division (PD) to identify procurement instruments resulting from that requisition. That procurement instrument number then became the Obligation Reference Number (ORN) used in the OL Budget and Fiscal Branch (B&FB) records and, in turn, in the OF financial records. That principle remains unchanged; however, to accommodate the new automated systems, the numbers under discussion will take on new forms.

b. The primary data control in the new computer is the Document Control Number (DCN).

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The DCN replaces the customer requisition number as we know it today. The DCN is assigned by the customer and is made up of twelve basic positions identified in the following example:

0713-74182-001

(1) 0713 identifies the requisitioner — in this case station 713. (Three digit station numbers will be prefixed with a zero. Four positions have been provided to accommodate the four digit account or installation numbers.)

(2) 74182 is the Julian date — in this case, the 182nd day of calendar year 1974

(3) 001 is the serial number of the requisition, and, in this example, represents the first requisition written BY STATION 713 on that Julian date. (Serialization begins anew on each new Julian date, so that each requisition number or DCN is unique.)

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and to satisfy a limitation peculiar to the OF automated system,

c. To provide an ORN, another number will be assigned to requisitions by Central Control and Distribution Branch, SD (CCDB/SD), much the same as voucher numbers were assigned in the past. To avoid confusion with the old system however, ~~that~~ number will be called a Logistics Control Number (LCN). The basic LCN will consist of six positions and will be structured according to the following pattern:

500001

The first position is the last digit of the fiscal year. The next five positions ~~=~~ are the sequenced serial number ~~assigned to each requisition~~. Fiscal year is used in this instance since the procurement and financial actions resulting from the ~~document~~ requisition are controlled on a fiscal year basis. The OF system

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limitation is that it can accept an ORN which is no more than eight positions in length. Therefore, use of the basic six position LCN leaves the two remaining positions suffixing for use by PD in those cases where multiple vendors are involved in the same requisition. At the same time, it satisfies the 8 position OF system limitation.

3. RESPONSIBILITIES AND PROCEDURES

a. Supply Division:

(1) Assign the LCN to each requisition immediately upon receipt.

(2) Maintain logs cross-referencing between LCN/DCN and DCN/LCN

(3) Reproduce, distribute documentation and keypunch data in accordance with established procedures.

(4) Reproduce the LCN to DCN cross-reference log daily and forward a copy

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(5) [redacted] for receiving purposes. Use the LCN procurement instrument number as the receiving number to be input to the new system.

b. Procurement Division

(1) Determine the propriety of using the LCN assigned by SD as a procurement instrument number.

(2) When an LCN is used as the procurement instrument number, provide hard copies of the instrument to SD and BOFB showing the DCN(s) and LCN(s) covered by the instrument.

(3) When an LCN is the ~~procurement instrument~~ number used on ~~more than one~~ procurement instruments going to more than one vendor for the same requisition (split procurements), suffix the LCN in positions 7 and 8 with 01, 02, etc., as appropriate

e.g., 5000101, 50000102, etc.

(4) When an LCN is used for a single

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vendor, place zeros in positions 7 and 8

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to produce an eight position number, e.g., 5000100. ~~Show the DCN in the "Remarks" block, use of more than one DCN is~~

(5)

c. Budget and Fiscal Branch

(1) Record commitments and obligations, and process appropriate data to the financial records, in accordance with established procedures.

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(5) If a procurement instrument number is other than an LCN, (XG, contract, etc.), provide ~~on~~ LCN(s) and DCN(s) covered by that instrument.

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